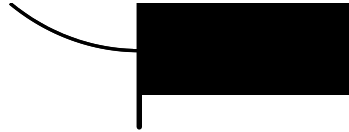




The City of San Bruno



Invites Your Application For
Deputy Public Works Director
Maintenance and Operations



*For additional information
or to submit an application and
resume contact:*

**CITY OF SAN BRUNO
HUMAN RESOURCES**
567 El Camino Real
San Bruno, CA 94066
Phone: (650) 616-7055
Fax: (650) 742-6515
hr@ci.sanbruno.ca.us

Apply on line at
<http://www.sanbruno.ca.gov>

Deadline for First Review:
Friday, July 30, 2004

The current salary is
\$93,816—\$115,128 Annually
Plus 5% incentive pay for California P.E. registration
(plus a generous benefit package)

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.

THE CITY

San Bruno is known as the “City with a Heart” and is located in San Mateo County, 12 miles south of San Francisco and immediately adjacent to the San Francisco International Airport. The population is 40,165. San Bruno is an ethnically diverse city with an established single-family residential population. Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. San Bruno’s residents enjoy a small town atmosphere within a large metropolitan area. The GAP corporate headquarters, Golden Gate National Cemetery, National Archives Pacific Sierra Region, Skyline College, a downtown shopping area with an international flavor and regional shopping centers all call San Bruno home. A new BART station, with the adjoining San Bruno Police Plaza, opened in June 2003.

For the sports enthusiast, the San Francisco Forty-Niners and Giants play nearby, and the Golden Gate National Recreation Area is located within minutes of San Bruno.

San Bruno was incorporated as a City on December 23, 1914. The City is a full-service city with 242 full-time employees, a 2003/2004 general fund budget of \$39,292,800 and a total budget of \$59,606,800. The City has the following departments: Cable Television (one of the largest municipally owned cable systems in the United States), Community Development, Finance, Fire, Library, Police, Public Works, Recreation Services, and Management Services. Additionally, the City has a redevelopment agency and provides water services for the community.

The City Council is comprised of an elected Mayor and four elected at-large Councilmembers. The City Clerk and City Treasurer are also elected. The City Council appoints both the City Manager and a full-time City Attorney.

The Mayor is elected every two years and the next election is November 2005. The Councilmembers are elected every four years with two to be elected in 2005.

THE POSITION

Under the administrative supervision of the Public Works Director, the Deputy Public Works Director organizes, coordinates and directs the activities of the various working units in the Maintenance and Operations Division. The position is responsible for:

- Supervision of technical and non-technical staff in the planning and implementation of division functions including water operations, wastewater operations, storm drainage systems, fleet and equipment maintenance, streets, sidewalks, signs, traffic signals and street lighting.
- Assessing future public infrastructure, facility, utility operation and automotive fleet needs, and developing specific proposals and recommendations to meet these needs.
- Developing and implementing pro-active management systems, procedures, and standards for program evaluation.
- Directing the preparation and administration of the division budget and monitoring expenditures.
- Supporting, supervising and evaluating the work of division staff.
- Responding promptly to citizen inquiries.
- Bringing clear analysis of the issues and challenges facing the Division.
- Implementing the ongoing Health, Safety and Wellness program, OSHA compliance program, division safety programs and the City Alcohol and Drug Testing Program.
- Ensuring City compliance with state and federal laws and regulations.
- Maintaining sound purchasing and procurement standards and processes.

THE IDEAL CANDIDATE

The ideal candidate must have excellent management and organization skills, and knowledge and experience in contemporary methods of utility operations, public works, emergency preparedness, and personnel and contract administration. Additionally, a candidate will demonstrate knowledge in:

- Contemporary methods, techniques, principles and practices of civil engineering, public administration and local government operations related to public works and utility operations
- Land development, particularly as it relates to Federal, State and local laws or regulations and to City procedures affecting engineering activities.
- Principles and practices of civil engineering, building construction, transportation planning and urban planning.
- Principles of organization, administration, budget, financial, and personnel management; project management systems; purchasing procedures; principles and procedures of emergency response preparedness
- Safety practices and procedures including occupational hazards and safety precautions
- Well design and maintenance techniques.
- Research techniques, methods and procedures and report presentation.
- Principles and application of Best Management Practices, bench marking, performance measures, and customer surveys.

Ability to:

- Select, supervise, motivate, train and evaluate personnel.
- Communicate clearly and concisely, both verbally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with City staff and citizens.
- Promote and provide optimal department services and productivity.
- Prepare and administer division budget including purchasing.
- Explain and promote department programs and policies in a public setting.

THE DEPARTMENT

The Public Works Department is responsible for the overall planning, maintenance, operation and improvement of public infrastructure, including streets, storm drainage, wastewater collection, potable water distribution and storage, and groundwater well production. The department also provides project management services for a majority of the City's annual capital improvement program.

The Department is organized into four divisions—Administration and Engineering, Streets/Storm/Wastewater, Water and Central Garage. There are 48 authorized positions in the 2004/05 budget.

The Deputy Director of Maintenance and Operations, under the general supervision of the Public Works Director, will have the opportunity to lead three divisions of a dynamic department. Tasked with meeting the infrastructure needs of the City, the new Deputy Director will be in charge of the Streets/Storm/Wastewater, Water and Central Garage Divisions.

Goals for the upcoming year include:

- Development of a comprehensive sidewalk repair policy including hazard criteria and inventory of existing conditions.
- Advocating for multi-year permitting by County and State for dredging and cleaning of flood control channels to ensure timely future response to wet weather conditions.
- Maintaining accurate database of fleet costs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that provides the required knowledge and abilities desired. Typical background may include the following education and experience:

Education:

Equivalent to a bachelor's degree from an accredited college. Or university with major course work in public or business administration, management, civil engineering, construction management or a related field.

Experience: Four (4) years of increasingly responsible management experience in public works or utilities operations and maintenance or a related field.

Certification:

Must provide a current DMV printout at time of background and maintain a valid drivers license.

BENEFITS

SALARY

The salary range is \$93,816 - \$115,128 plus 0.5% city paid deferred compensation match. An additional 5% is added to the base salary for California P.E. registration.

RETIREMENT

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55. Employees contribute 8% (with an increase anticipated in July) on a tax deferred basis. Employees do not pay Social Security, but do pay 1.45% Medicare coverage.

INSURANCE

The City provides full employee and dependent coverage (including domestic partner) with a choice of medical, dental and vision plans, and the employee currently contributes \$267 per month for the package. Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage are provided at no cost.

LEAVE

Includes 10 - 23 days vacation per year depending on length of service (credit for prior public sector work experience will be considered), 12 days annual sick leave, 14.5 paid holidays and 100-120 hours annually of management leave.

OTHER

Employee Home Loan Assistance Program, 2.5 % Bilingual Incentive Pay, credit union membership, use of City vehicle, pre tax commute vouchers (employee cost), personal/professional development account of \$500 annually, direct deposit (required) and tuition reimbursement.

MISSION STATEMENT

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

VISION STATEMENT

San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

SAN BRUNO VALUES

- Integrity
- Protecting, guarding and shepherding public resources and interests
- Teamwork
- Exemplary service to the community
- Competent, well-trained employees
- Friendliness
- Commitment to the community

SELECTION PROCESS

To Apply:

If you are interested in this outstanding opportunity please submit a city application (required), resume and five references to:

**City of San Bruno
Human Resources Division**
567 El Camino Real
San Bruno, CA 94066
Phone (650) 616-7055
Fax (650) 742-6515
hr@sanbruno.ca.gov

First Review Date:
Friday, July 30, 2004

Application Screening: **August 2 - 6, 2004**

Tentative Preliminary Interviews:
Monday, August 16, 2004

Finalist Selection and Background:
September 2004

Position open until filled.

